



**HIGH PERFORMANCE
SPORT NEW ZEALAND**

Prime Minister's Scholarship Programme

Programme Guide for:

Prime Minister's Coach Scholarships

Prime Minister's Support Team Scholarships

Prime Minister's Officials Scholarships

5 December 2012

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1. INTRODUCTION

This document sets out the conditions by which the Scholarship Programme operates and is written for National Sporting Organisations, potential applicants and current Scholarship Recipients.

2. BACKGROUND

2.1. HPSNZ Vision

More New Zealanders winning on the world stage

At Olympic/Paralympic Games and World Championships in targeted sports

2.2. HPSNZ Mission

Creating a world leading, sustainable high performance sport system

2.3. HPSNZ Mandate

To lead the high performance sport system in New Zealand, working in partnership with National Sporting Organisations (NSO's) and key stakeholders by:

- Allocating resources to targeted sports and athletes
- Delivering world leading support to impact NSO, coach and athlete performance
- Constantly striving to outperform international benchmarks

2.4. The Prime Minister's Scholarship Programme

The Prime Minister's Scholarship Programme is a New Zealand Government initiative established in 2000. Currently there are Scholarship Programmes for:

- Athletes;
- Coaches;
- Officials; and
- Support Team Members.

The Scholarship Programme is managed by HPSNZ on behalf of the Government. Scholarships are aligned to HPSNZ High Performance Strategy 2013-2020 and Scholarship outcomes must positively impact HPSNZ's Vision.

The programme supports professional development activities related to the purpose of the Scholarships, and will only be awarded where the applicant has clearly identified their learning and development priorities and these are recorded in their professional development plan.

Examples of activities supported by the programme include: accreditation requirements, business coaching, mentoring, training, internships, conferences, study visits, observations at key sporting events, discussions on 'best' practice, on-the-job shadowing, participation in peer network activities, participation in international committees or working groups, peer review of professional work, travel, accommodation, incidentals and reimbursement for lost income.

The Scholarships do not support sport coaching, officiating, service delivery, membership fees for professional bodies or industry groups nor the purchase of any equipment associated with the applicant's vocation or job role.

3. DEFINITIONS AND INTERPRETATION

In this document, the terms set out below have the following meanings:

Applicant means the individual coach, official, or support team member who applies for a Scholarship through their NSO or HPSNZ.

Application means an online application for a Prime Minister's Scholarship as per the application form available on the HPSNZ website at www.hpsnz.org.nz and as submitted by the applicant.

Carded means certified by HPSNZ as being eligible to access performance services via HPSNZ as agreed by the NSO and HPSNZ.

Carded Recipients means Carded athletes, Carded coaches and Supported Sports.

Coach means a person identified by a NSO as being on their coaching pathway and having a current or potential impact on the NSO's high performance programme.

Course means series of papers, modules, units (or equivalent) enrolled and/or undertaken within a specified timeframe (usually a six-month period or semester).

Global Sports means four continents and 75 countries for men; three continents and 40 countries for women; and three continents and 25 countries for Winter sports.

Group Scholarship means one Scholarship for two or more people who all meet the eligibility criteria and which focuses on a shared set of professional development requirements.

GST means Goods and Services Tax.

HPSNZ means High Performance Sport New Zealand. A subsidiary of Sport NZ established to lead the high performance system in New Zealand, working in partnership with National Sporting Organisations and key stakeholders.

Individual Scholarship means one Scholarship for one person who meets the eligibility criteria and which focuses on individual professional development requirements.

Intellectual Property means all ideas, processes, systems, methods, discoveries, innovations, inventions, improvements, devices, equipment, specifications, characteristics, designs, plans, drawings, original works of authorship, copyright works, trade secrets, know-how experience, data, technical or other information, confidential information, trade or service marks and the like, capable of ownership or protection at law and including all things able to be protected under copyright, patent, designs, trade mark, trade secrets and confidential information laws and similar laws.

NSO means National Sporting Organisation.

Official means any person who controls or directs the actual play of a competition by applying the rules of the sport to make judgements on rule infringements, performance, time or score.

PEGs means Performance Enhancement Grants as awarded by HPSNZ.

Performance Services means HPSNZ sport science services, sport medicine services, Athlete Life Services and other athlete services provided by HPSNZ to Carded Athletes.

Performance Service Providers means HPSNZ contracted or employed personnel who provide Carded Recipients sport science services, sport medicine services, Athlete Life Services and other athlete and coach services as agreed between the NSO and HPSNZ.

Programme means the Prime Minister's Scholarship Programme.

Recipient means the individual coach, official or support team member who applies for a Scholarship and is endorsed by their NSO or HPSNZ and is granted a by HPSNZ.

Scholarship means the specific project or projects specified to meet the objectives referred to in the application. The term covers both individual and group Scholarship types.

Service Plan means the framework of entitlements for Carded Athletes to access performance services, consistent with the NSO's high performance plan.

Sport NZ means Sport New Zealand and is the name for the government organisation responsible for sport and recreation.

Supported Sports means inclusively

- Targeted Sports (Tiers 1-3);
- Other sports and athletes on a Campaign Investment project basis (as identified by HPSNZ);
- Other sports as determined by HPSNZ.

Support Team means the team managers, high performance directors/managers, support services coordinators, sports scientists, sports medicine providers, athlete life staff and other sports specialists whose work underpins elite athletes' achievements.

Targeted Sports means sports targeted for medal success assessed in line with the HPSNZ Strategic Plan 2013 - 2020, and HPSNZ Investment Framework 2013 - 2016.

4. ELIGIBILITY CRITERIA FOR A SCHOLARSHIP

4.1. The applicant must satisfy all of the following criteria:

- 4.1.1. Be endorsed by their NSO and/or HPSNZ leading up to and during the Scholarship.
- 4.1.2. Be either a coach or official or support team member.
- 4.1.3. Be working with high performance athletes, or working directly in a high performance environment.
- 4.1.4. Be acknowledged in a NSO's high performance plan or service plan or officials plan; or identified by their NSO or HPSNZ as an emerging talent who will impact high performance sport within the next 5 years.
- 4.1.5. Have an up-to-date professional development plan.
- 4.1.6. Where applicable, be endorsed by the applicant's HP Coach Consultant (coaches only) or Sport Performance Manager (performance service providers only).
- 4.1.7. Have demonstrated commitment to their NSO's education and development pathways (if available).
- 4.1.8. Submit a complete application.
- 4.1.9. Have no outstanding Scholarship requirements.

4.2. Projects must satisfy all of the following criteria:

- 4.2.1. Be endorsed by the applicant's NSO and/or HPSNZ leading up to and during the Scholarship.
- 4.2.2. Where applicable, be endorsed by the applicant's HP Coach Consultant (coaches only) or Sport Performance Manager (performance service providers only).
- 4.2.3. Be part of the applicant's professional development plan.
- 4.2.4. Positively impact athlete performance or officiating on the world stage.
- 4.2.5. Be over and above:
The service delivery component of the applicant's role;
Opportunities available from HPSNZ.

4.3. The NSO or HPSNZ must satisfy all of the following criteria.

- 4.3.1. Have no outstanding requirements in any of the four Prime Minister's Scholarship programmes.

5. TYPES OF SCHOLARSHIP

1.1. There are two types of Scholarships:

- 5.1.1. Individual Scholarship; which are Scholarships for individuals who meet the eligibility criteria which focuses on individual professional development requirements.
- 5.1.2. Group Scholarship; which are Scholarships for two or more people who all meet the eligibility criteria and which focuses on a shared set of professional development requirements.

6. AWARD

- 6.1. A maximum of \$50,000 per year is available per Scholarship for a maximum of three years. However, likely maximum investment per application and selection priorities may vary between Scholarship Programmes as outlined in Schedule 3.

7. APPLICATION PROCESS

- 7.1. The Scholarship Programme Guide is available through the funding section of HPNZ's website at www.hpsnz.org.nz.
- 7.2. NSOs are required to publicise, prioritise, and endorse applications.
- 7.3. Applicants who have met the eligibility criteria (section 4), should contact their NSO or HPSNZ as each organisation may have their own eligibility criteria.
- 7.4. Applications are made on line via the High Performance Sport section of the funding section of HPNZ's website at www.hpsnz.org.nz.
- 7.5. HPSNZ will be offering two Scholarship intakes per annum:
 - 7.5.1. The primary intake being December annually, except for 2013 for which this will be February 2013;
 - 7.5.2. The secondary intake being June and is subject to available Scholarship Programme funds.
- 7.6. Scholarship Application closing dates:
 - 7.6.1. The Scholarship application closing date for the 2013 primary intake is as stipulated by your NSO but no later than the Programme deadline of 5pm, 1 February 2013.
 - 7.6.2. For all other years the Scholarship application closing date for the December intake is as stipulated by your NSO but no later than the Programme deadline of 5pm, 1 December. Early applications are appreciated but will not be considered until after the closing date.
 - 7.6.3. The Scholarship application closing date for the June intake is as stipulated by your NSO but no later than the Programme deadline of 5pm, 1 May. Likewise, early applications are appreciated but will not be considered until after the closing date.
- 7.7. Applications received throughout the year outside the stipulated intakes may only be considered at the discretion of HPSNZ on a case-by-case basis and if funds permit.
- 7.8. Please note: Investment will not be provided for applicants who receive alternative funding for the Scholarship activity except where the alternative funding does not meet the full cost of the Scholarship activity.

8. SELECTION

8.1. Selection Process

- 8.1.1. Applications are assessed by a HPSNZ assessment panel comprising a broad high performance skill set in areas such as; capability development, high performance programme management, high performance coaching, technology, innovation, research, performance service provision, and Athlete Life service provision.

- 8.1.2. NSOs, HPSNZ and/or Scholarship applicants may be required to attend an interview, particularly with high-cost applications. Interview travel expenses will be reimbursed by HPSNZ.
- 8.1.3. Advice regarding application quality, linked to the key criteria in Schedules 1 and 2, may be sought by HPSNZ from specialists in the relevant field.

8.2. Selection Criteria

- 8.2.1. PM Coach and Support Team Scholarship applications are evaluated against the criteria and priorities outlined in Schedules 1 and 3.
- 8.2.2. PM Official's Scholarship applications are evaluated against the criteria and priorities outlined in Schedules 2 and 3.

8.3. Selection Outcome

- 8.3.1. Applications will be assessed and determined as one of the following:
 - a) Approved
 - b) Approved in part
 - c) Short listed pending further information
 - d) Declined
- 8.3.2. For the 2013 primary intake, HPSNZ will notify NSOs in writing of the selection outcome of applications by 24 February 2013.
- 8.3.3. For all other subsequent years' primary intakes, HPSNZ will notify NSOs in writing of the selection outcome of applications by 24 December of the year in which they apply.
- 8.3.4. For all secondary intakes, HPSNZ will notify NSOs in writing of the selection outcome of applications by 24 May of the year in which they apply.
- 8.3.5. NSOs or HPSNZ are required to advise their applicants as soon as possible after receiving formal notification.

9. REQUIREMENTS

9.1. Investment

- 9.1.1. HPSNZ will send investment schedules for all approved Scholarships to the relevant organisations for signing. Payment will be made upon HPSNZ receiving the signed investment schedules and the achievement of any required conditions or milestones throughout the period of the Scholarship.
- 9.1.2. The NSO or HPSNZ is required to distribute investment awarded for each approved Scholarship.
- 9.1.3. Unspent investment at the completion or termination of the Scholarship must be returned to HPSNZ within four weeks of the Scholarship being completed or terminated.

9.2. Tax

- 9.2.1. PM Scholarship funding attaches GST.
- 9.2.2. Items budgeted in applications should include GST.
- 9.2.3. GST and income tax obligations are the responsibility of the Scholarship recipient.
- 9.2.4. HPSNZ recommends advice is sought from the Inland Revenue Department.

9.3. Scholarship Management

- 9.3.1. The Scholarship recipient, NSO and/or HPSNZ are jointly responsible for ensuring the Scholarship is completed as per this document and as stated in the application or otherwise as agreed to with HPSNZ.
- 9.3.2. Changes to Scholarships require the completion of a National Moderation Form, which is available through the funding section of the HPSNZ website at www.hpsnz.org.nz. HPSNZ is under no obligation to approve the requested change.

9.4. Reporting

- 9.4.1. A report from each NSO/HPSNZ and Scholarship recipient is required within four weeks of an approved Scholarship being completed.
- 9.4.2. A template of the final report is available through the funding section of the HPSNZ website at www.hpsnz.org.nz. It should be emailed directly to the HPSNZ Prime Minister's Scholarship Programme Manager (refer to Schedule 6 for details).
- 9.4.3. Interim reports, particularly for high-cost and multi-year Scholarships, may be required. In these instances, HPSNZ will specify the reporting frequency and format.
- 9.4.4. Scholarship recipients may be required to write, be interviewed for, or present at information-sharing opportunities such as HPSNZ Forums, Coaches Convention, The New Zealand Coach magazine, or attend a PM Scholarship certificate presentation.

9.5. Intellectual Property

- 9.5.1. The full conditions concerning intellectual property are set out in Schedule 4. Although this schedule applies in all circumstances, some of the main points are set out below in brief for your easy reference.
 - a) Information contained in an application or Scholarship report may be used by HPSNZ for publicity purposes or for information sharing.
 - b) The intellectual property is owned by the Scholarship recipient and/or NSO and/or HPSNZ (as agreed between them).
 - c) HPSNZ may use at no cost the intellectual property to provide benefits across the high performance system.
 - d) HPSNZ may choose to place some limitations around the broader publication or information transfer for information gained as a result of the PM Scholarship HPSNZ and/or the related NSO believe that this information provides a competitive advantage for New Zealand athletes.

9.6. Auditing and Monitoring

- 9.6.1. In order to satisfy New Zealand Government audit and monitoring requirements, NSOs and HPSNZ may be subject to “spot checks,” where evidence of compliance with the requirements outlined in section 9 will need to be provided.

10. TERMINATION

10.1. HPSNZ may terminate a Scholarship immediately if:

- a) The objectives of the Scholarship have not been met; and/or
- b) The objectives of the Scholarship are unlikely to be met within the timeframe of the Scholarship; and/or
- c) NSO or HPSNZ endorsement is withdrawn from the Scholarship; and/or
- d) The recipient is no longer coaching, a support team member or officiating.

11. PUBLICITY

11.1. The Minister for Sport and Recreation publicly announces Scholarship recipients. Prior to this announcement, selection outcomes are to remain strictly confidential.

11.2. HPSNZ is to be acknowledged in any publication of any work or any activities funded by the Scholarship.

12. PROGRAMME PROMOTION

12.1. HPSNZ may use images of recipients to promote the PM Scholarship Programme at no charge.

12.2. HPSNZ may use recipients to promote the PM Scholarship Programme at no charge (e.g. presenting certificates at a PM Scholarship awards ceremony).

**SCHEDULE 1:
SELECTION CRITERIA PM COACH AND SUPPORT TEAM**

Applications are scored in three weighted categories against some key selection criteria as outlined below in order to meet available financial resources. The key selection criteria may not be weighted evenly and other selection criteria may be considered.

| Category | Weighting | Key Selection Criteria Considered |
|---|------------------|---|
| Importance of the Applicant(s) to the NSO and HPSNZ | 40% | <ul style="list-style-type: none"> • Past <ul style="list-style-type: none"> ○ Contribution (value, commitment and/or longevity) to the NSO and high performance sport ○ Receipt and impact of previous Scholarships and funding • Present <ul style="list-style-type: none"> ○ Role(s) within the NSO and high performance sport ○ Knowledge, skills, and qualifications • Future <ul style="list-style-type: none"> ○ Potential to impact high performance sport |
| Importance of the Project to the Applicant(s), NSO and HPSNZ | 30% | <ul style="list-style-type: none"> • Link to the professional development needs of the applicant(s) • Link to NSO high performance plan, query or issue • Benefit to other sports • Likelihood of the project being implemented and completed as stated • Value for money |
| Importance to HPSNZ Vision | 30% | <ul style="list-style-type: none"> • Level of impact on HPSNZ's Vision |

**SCHEDULE 2:
SELECTION CRITERIA PM OFFICIALS**

Applications are scored in three weighted categories against some key selection criteria as outlined below in order to meet available financial resources. The key selection criteria may not be weighted evenly and other selection criteria may be considered.

| Category | Weighting | Key Selection Criteria Considered |
|---|-----------|--|
| Importance of the Applicant(s) to the NSO and HPSNZ | 60% | <ul style="list-style-type: none"> • Past <ul style="list-style-type: none"> ○ Contribution (value, commitment and/or longevity) to the sport or NSO ○ Receipt and impact of previous Scholarships and funding • Present <ul style="list-style-type: none"> ○ Ability to officiate on the world stage ○ International and domestic ranking ○ Role(s) within the sport and NSO ○ Knowledge, skills, and qualifications • Future <ul style="list-style-type: none"> ○ Ability to officiate on the world stage |
| Importance of the Project to the Applicant(s), NSO and HPSNZ | 40% | <ul style="list-style-type: none"> • Link to the professional development needs of the applicant(s) • Link to the sport's or NSO's officiating requirements • Benefit to other sports • Likelihood of the project being implemented and completed as stated • Value for money |

**SCHEDULE 3:
FINANCIAL AND SELECTION PRIORITIES FOR THE PM SCHOLARSHIP INTAKE 2013**

The following table outlines the approximate values allocated across PM Scholarship Programmes, the possible maximum investment value per application, and the selection priorities associated with these.

| Scholarship Programme | Approximate Programme Investment | Likely Maximum Investment per Application | Selection Priorities |
|-----------------------|----------------------------------|---|--|
| Coach | \$1,000,000 | Up to \$50,000 | <ol style="list-style-type: none"> 1. The Coach Accelerator Programme. 2. Performance+ Carded Coaches. 3. Performance Carded Coaches. 4. Applications from Targeted Sports. 5. Applications from other Supported Sports. |
| Support Team | \$1,000,000 | Up to \$50,000 | <ol style="list-style-type: none"> 1. Support team members prioritised by HPSNZ or Targeted Sports. 2. Applications from other Supported Sports or applicants working with other Supported Sports. |
| Officials | \$250,000 | Up to \$10,000 | <ol style="list-style-type: none"> 1. Applicants officiating on the world stage from Targeted Sports and Campaign Invested Sports. 2. Applicants officiating on the world stage from other non-Supported Sports. 3. International and domestic ranking. 4. Individual Scholarships supporting international accreditation. 5. Individual and Group Scholarships for other professional development activities. 6. Applications supporting a visiting international expert. |

SCHEDULE 4: PRIVACY POLICY – COACHES, SUPPORT TEAMS, AND OFFICIALS

PURPOSE OF COLLECTING THE INFORMATION

We collecting information in the application form is to enable the Prime Minister's Scholarship programme panel to assess your application for a Scholarship. Sport NZ will also use the information from all application forms to enable ongoing assessment of the effectiveness of the programme, and to monitor the pathway of successful coaches, support team members, and officials. This information may then be applied to developing successful coaches, support team members, and officials.

CONSEQUENCES OF NOT PROVIDING ALL THE INFORMATION REQUESTED

The panel will not accept incomplete applications. The panel may contact you to obtain the missing information, but this will not always occur.

WHO WE GIVE YOUR INFORMATION TO

Your application form will first be given to your National Sporting Organisation (NSO) for endorsement. Applications endorsed by the relevant NSO are then assessed by the Scholarship programme panel consisting of HPSNZ personnel and as require an independent panel member.

Successful applications are given to HPSNZ who use the biographical information in their annual awards ceremonies. NSOs also receive copies of successful applications to monitor the implementation of the programme.

WHERE YOU CAN ACCESS YOUR INFORMATION

Your application information will be held by HPSNZ. You can request this information at any time by writing to:

Prime Minister's Scholarship Programme Manager
PO Box 302563
North Harbour
Auckland City 0751

If any information is inaccurate, contact HPSNZ at the above address. HPSNZ will review the information, and correct it where it agrees. If HPSNZ does not agree, you can attach a statement noting your views about the accuracy of the information held.

HPSNZ will also contact the relevant NSO to advise them of any inaccuracies in your information or to ensure a copy of your statement is attached to the information they hold about you.

HOW LONG WE KEEP YOUR INFORMATION

Because we use the applications to track the pathways of successful coaches, support team members, and officials, and then apply that information where appropriate to developing coaches, support team members, and officials, we need to retain your information for up to ten years.

**SCHEDULE 5:
INTELLECTUAL PROPERTY**

Intellectual property in the Scholarship is agreed by HPSNZ to remain in the ownership of the Scholarship recipient and/or NSO and/or HPSNZ (as determined by agreement between them) but subject to the following:

1. Information contained in an application and/or Scholarship report may be used by HPSNZ and Sport NZ for publicity and/or information dissemination purposes, and
2. HPSNZ may choose to place some limitations around the broader publication or information transfer for information gained as a result of the PM Scholarship when HPSNZ and/or the related NSO believe that this information provides a competitive advantage for New Zealand athletes.
3. If the Scholarship produces intellectual property that has or could in the reasonable opinion of HPSNZ be utilised to provide direct or indirect benefits for carded recipients, then the owner of the intellectual property rights must grant a non-transferable royalty free licence to HPSNZ to use the intellectual property solely for the purpose of providing the applied high performance services and facilities to carded recipients, but not for commercial purposes or disclosure to, or use by, any other third party.

**SCHEDULE 6:
HPSNZ PRIME MINISTER'S SCHOLARSHIP CONTACT DETAILS**

Chris Kirman

Prime Minister's Scholarship Programme Manager

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